British International School
of Ljubljana
an Orbital Education School

Orbitaled

PRIMARY STUDENT HANDBOOK 2022 - 2023

EXCELLENCE · RESPECT · RESPONSIBILITY · INTEGRITY · COMPASSION

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Introduction

Welcome to the BISL Primary Student Handbook.

This document is intended to help students, parents and staff to understand the way our school functions by providing valuable information.

Sections are listed in alphabetical order.

This version of the Handbook is dated **9th August 2022**.

Please check **online** for the latest version, as it may be updated periodically throughout the year. Printed copies will *not* be issued by the school, and in the interests of environmental sustainability, please think twice before you click "Print" at home.

Our Vision

We aim to inspire **lifelong learners** and caring global citizens, in a **community** where everyone feels encouraged, supported and challenged.

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

EXCELLENCE
We are ambitious, developing resilience, independence and a lifelong love of learning.

RESPECT
We celebrate diversity, encouraging respect for the people and the world around us.

RESPONSIBILITY
We are engaged, promoting actions and behaviours that support a sustainable future.

INTEGRITY
We are transparent, honest and ethical in all our relationships.

COMPASSION
We are kind and caring, encouraging everyone to succeed.

Introduction

Dear Parents and Students,

On behalf of the Primary team, I warmly welcome you to the Primary school at the British International School of Ljubljana. Alongside our passion to create a positive, safe and nurturing learning environment for the students, we are fully committed to providing high-quality education throughout the Early Years, Primary and Secondary school, in order to prepare students for the world beyond BISL.

With a community of more than 40 different nationalities, BISL welcomes and encourages diversity and individuality. Social, emotional and cultural development is extremely important to us and is embedded in the school's values which include respect, integrity and compassion.

We offer a broad and balanced curriculum with stimulating and interactive activities in and out of the classroom, curriculum and residential trips, and a wide variety of after-school clubs to inspire lifelong learning, collaboration and creativity.

Our staff are all fully qualified and experienced, working together to support students with their academic progress, as well as, developing them as well-rounded learners. Regular communication with parents is a crucial part of this process and we therefore encourage parents to approach teachers if they have any concerns or questions regarding their child's settling into school or general progress.

We are very proud to be a leading international educational setting not only in Slovenia, but also worldwide, with outstanding quality of teaching and provision for our learners.

Once again, thank you for choosing the British International School of Ljubljana and I look forward to meeting you t the upcoming events throughout the year.

Kind regards,

Katarina Železinger

Head of Primary

Academic Calendar 2022 - 2023

Orientation Day	Friday, 19 August 2022
Block 1 Begins	Monday, 22 August 2022
Block 1 Ends	Friday, 23 September 2022
Block Break (School Closed)	Monday, 26 September - Friday, 30 September 2022
Block 2 Begins	Monday, 3 October 2022
Public Holiday	Tuesday, 1 November 2022
Block 2 Ends	Friday, 4 November 2022
Block Break (School Closed)	Monday, 7 November - Friday, 11 November 2022
Block 3 Begins	Monday, 14 November 2022
Block 3 Ends	Friday, 16 December 2022
Block Break (School Closed) Public Holiday	Monday, 19 December 2022 - Friday, 31 December 2022 Monday 2 January 2023
Staff Training Day (School Closed)	Monday, 3 January 2023
Block 4 Begins	Tuesday, 4 January 2023
Block 4 Ends	Friday, 3 February 2023
Block Break (School Closed)	Monday, 6 February - Friday, 10 February 2023
Block 5 Begins	Monday, 13 February 2023
Block 5 Ends	Friday, 24 March 2023
Block Break (School Closed)	Monday, 27 March - Friday, 31 March 2023
Staff Training Day (School Closed)	Monday, 3 April 2023
Block 6 Begins	Tuesday, 4 April 2023
Public Holiday	Monday, 10 April 2023
Public Holiday Public Holiday	Thursday, 27 May 2023 Monday, 1 May 2023
Public Holiday	Monday, 2 May 2023
Block 6 Ends	Friday, 12 May 2023
Block Break (School Closed)	Monday, 15 May - Friday, 19 May 2023
Block 7 Begins	Monday, 22 May 2023
Block 7 Ends	Friday, 30 June 2023

After-School Provision

All after-school options are presented to parents in Week 1 and **start in Week 2**, after the registration deadline.

Extended Supervision

We offer extended supervision daily and childcare for students in:

- Early Years from 14:55-16:30 (except for Pre-Nursery below the age of 3);
- Year 1-6 from 14:55-15:40.

Students engage in various activities such as drawing, reading, homework time, board games, free play and outdoor games. Parents are welcome to pick up students at any time during the supervision period.

After-School Clubs

Free after-school clubs are run by BISL staff on selected days and times during term time. Clubs offered for particular age-groups may include Sports, Scouts, Cooking, Art, Drama and Dance. Students registered for these are expected to attend the clubs regularly, or they may lose their place.

Specialised clubs are offered at an additional cost. These are run by external qualified staff on school premises or in the nearby community throughout the school term. Examples include BIMS, Horse-Riding, Arts and Crafts (Digital Art), Dancing (Hip-Hop, Ballroom), Sports (Skiing, Football). Some clubs may also run school break.

Extra supervision during breaks

Supervision for BISL students during the school holidays may be offered at an additional cost, depending on demand. Parents are notified of this option in advance.

BISL Summer Club

BISL Summer Club is offered during the month of July for internal and external students and run by qualified staff. More information is available on the school website.

Registration

In order for students to participate in any of our after school programmes, parents need to **register** their children in advance.

For any activities or clubs where student numbers are limited, places will be filled on a **first come, first served** basis. Places are reviewed termly and parents notified on availability.

In case of a **delayed pick-up or emergencies**, parents must notify the school reception before/at the end of the school day, for their children to be put into extended supervision until they are collected.

Assemblies

There is one assembly per week in which various themes are presented by different teachers or students. The Assembly is also devoted to distributing various certificates to students and classes for their academic, behavioural or social achievements during that week. House points for the week are collected and the winning House announced, followed by a celebratory activity.

Whatever the content, the intention is to provide a thought for the day, a reflection on a recent event, a discussion about a matter of common interest or concern, or stimulus for personal reflection. This is often tied into the school's Vision, Mission and Values, the Topic Personal Goals or a common theme.

Although religious festivals may be the focus of an Assembly, there is never any religious worship element to it and there are no prayers or hymns involved.

There is a whole school assembly on the last Friday of each term.

DID YOU KNOW?

An attendance level of 90% means your child is missing **1 day of learning every two weeks**...

Attendance

At BISL, our expectation is that attendance will not fall below 95% in order for students to take full advantage of the educational opportunities available to them.

For any requests regarding holidays during term time, parents should refer to the school's Attendance Policy on the school website.

Requests for absence during term time should only be made if absolutely necessary and are not automatically authorised. Permission should be sought in writing from the Principal using the Leave of Absence Request form.

Birthday Celebrations

Birthdays are announced during primary assemblies each week.

Should parents wish for their child to celebrate their special day with their classmates (e.g. provide a treat, birthday cake etc.) during a primary break, they should communicate any plans to the Class Teacher a few days in advance.

Parents need to be mindful of the school's **no NUTS policy** and be aware of any allergies when bringing in treats from home to share.

Class Allocation

Each applicant is considered individually in light of previous educational experience. Based on best practice, we do not generally advocate putting students in classes in advance of their age group.

Accepted students are allocated to a class based on the following criteria:

- Age according to UK schools' criteria;
- Academic background (e.g. having already completed a specific Year in the British system at a previous school);
- Special circumstances based on observations and for specific social/emotional (non-academic) reasons.
- Other relevant information/evidence.

In certain cases, following a two-week review period, we may decide to place a student in a different class. It is our policy to involve parents in this process and to explain our reasons for suggesting such changes.

Primary Class Teachers are allocated provisionally at the end of each academic year and parents are informed before the start of the new academic year. The School reserves the right to amend this list if necessary.

For further information about Class Allocation, please refer to our website.

Communication

Please use the following means of communication as appropriate:

- **SMS or telephone** – for notifying Reception of lateness or absence – including if you are going to be late for pick-up.
- **Email** – the preferred means of general contact as we can keep a track, forward etc. as appropriate to communicate between home and school.
- **Facebook** – for social updates and school news. *Not* for contacting teachers or notifying us of anything relating to your child.

Please ensure that school has your up-to-date contact details.

Remember, we need to be able to contact you too, so it's vital that we know about changes to email addresses, phone numbers or home address. This is essential in case of an emergency.

Contact Details

Contact Details:

Address:	Cesta 24. junija 92, SI-1231 Ljubljana-Črnuče:
Website:	http://www.britishschool.si
Academic Calendar:	Available on our website here.
Email:	enquiries@britishschool.si
Telephone:	Mobile +386 (0)40 486 548
	Landline +386 (0)83 825 920
Facebook:	@BritishSchoolLjubljana
Office Hours:	Term Time: 08:00 - 16:00
	School Holidays: 09:00 - 13:00

Financial Details:

Company name:	Britanska mednarodna šola v Ljubljani d.o.o.
DDV/VAT:	SI 62676156

Daily Routines

Drop-Off & Registration

The Drop-Off window is between **07:15 and 07:45** at the drop off area. We ask all parents to respect these times. The drop-off area is marked with a **blue square** in the car park by the playground.

If parents need to come into school with their child, they may park in the **public car park** and use the front entrance.

For safety, please follow the painted foot steps or traffic cones where applicable to make your way through the car park.

The parking spots in front of Early Years are **reserved for Early Years' parents** accompanying their children to/from the Early Years entrance.

Registration is at 7:50.

Students arriving after this time will need to enter through the main entrance and register at Reception. If students arrive late, they will miss out on Assembly or class circle time, an important feature of our programme, and this will appear on their school record.

Pick-Up

The school day finishes at 14:45.

Pick-up is between **14.50 – 15.00**.

Students are to be picked up by parents/guardians from the drop-off area (blue square near the playground) *not* from the Reception area.

The school playground equipment is locked outside of school hours and should not be used without staff supervision.

Parking

Parents are asked to park their cars in the **public car park** only.

The speed limit on site is **10 km/h**.

Public Transport

There are two public bus lines operating in the vicinity of the school.

Students from Year 2 and above can use a monthly bus pass Urbana Card which costs 20 EUR/month. An ID should be presented at the LPP office in order to apply for a monthly Urbana pass for Primary school children.

Bus line #6 runs between Dolgi Most and Črnuče through the city centre. Get off at "Kolodvor Črnuče" and then it is a 10-minute walk to school.

Bus line #8 runs between Gameljne and Brnčičeva through the city centre. Get off at "Elma" and then it is a 6-minute walk to school.

This link can help you plan your travel with Ljubljana city buses.

Snack

Fresh fruit bowls are available for students daily. All students should bring a healthy snack with them for the **morning break**. This might include:

- Sandwiches
- Cubes of cheese
- Fruit
- Cereal bars
- Savoury biscuits
- Small pieces of cooked meat
- Cut-up carrots/cucumber/cherry tomatoes
- Small plain cake
- Small tubs of yogurt (better just in cooler weather)
- Juice/water

We also ask students to bring with them a water bottle, flask or sealable cup, labelled with the student's name.

We appreciate:

- No sweets (candy) or chocolate.
- No food that needs to be reheated or refrigerated.
- No drinks in cans or glass bottles for safety reasons.
- No **NUTS** because of allergies of other students.
- No sugary or energy drinks, e.g. Red Bull, Coke.

Thank you in advance for your co-operation.

School Lunch

Lunches are prepared by an external catering company, SuperCatering d.o.o.

The menu for each month is sent out by the 23rd of the previous month. Orders should be submitted by the 28th of the month, indicating which choice is selected for each day.

There is always a vegetarian option. For students with special dietary needs, please contact the Catering company directly via email.

When lunches are ordered, they will be charged for unless the Receptionist has notification via SMS by 08:00 in the morning (+386(0)40 486 548) that the student will be absent for the day, irrespective of whether the student actually eats the meal which has been ordered. Refunds for the cancelled lunches will be credited with the next month.

Food should not be taken out of the Dining Hall. These arrangements apply equally to packed lunches brought from home and lunches provided by the catering company.

Early Years Foundation Stage (EYFS)

General information in this handbook applies to Early Years as well. In addition, parents will receive a welcome pack from our Early Years team with specific EYFS information before the start of the academic year.

Electronic Resources

- School website
- Key Documents, including fees, academic calendar, application form, terms and conditions, policies etc.
- Uniform - International School Uniforms
- LPP (public transport)

Enrolment

Deadlines and Annual Cycles

The school accepts enrolments throughout the year, subject to availability. We operate waiting lists where necessary.

Thus, the "annual cycle" of enrolment practised by the Slovenian public education system is not entirely appropriate to our needs.

We need at least a full term's written notice if your child is leaving the school, as explained in our Terms and Conditions.

If you expect that your child will be leaving us at the end of the academic year, please notify the school by **31st March**.

If your child is returning for the next academic year and staying throughout the academic year, you needn't do anything – there is no "Re-enrolment" requirement.

Spreading the Word

We are very grateful to our parents for spreading the word about our school.

If you know of anyone who may be interested in enrolling their children, please direct them to our Admission Manager's (admissions@britishschool.si) and let us know that you have done this.

Concerns & Complaints

Please refer to our Concerns and Complaints Policy, available on the school website, to raise any issues.

Glossary

There are some terms we regularly use here at BISL. These include:

- **Block**: a 5- or 6-week teaching period. There are seven of these in an academic year.
- **EAL**: English as an Additional Language, for those students who need additional language support to access the curriculum.
- **DSL**: Designated Safeguarding Lead.
- **KS**: Key Stage refers to the specific stages of a student's education according to the English National Curriculum.
    - EYFS is Early Years Foundation Stage (Nursery and Reception).
    - KS1 is Years 1 and 2.
    - KS2 is Years 3 to 6.
    - KS3 is Years 7, 8 and 9 (Lower Secondary).
    - KS4 refers to Years 10 and 11 (Middle Secondary)
    - KS5 is Years 12 and 13 (Upper Secondary).
- **MFL**: Modern Foreign Languages. We currently offer Slovene, French and German as part of this programme.
- **PTA**: Parent and Teacher Association.
- **SEND**: Special Educational Needs and Disabilities
- **TA**: Teaching Assistant
- **Topics**: our curriculum is topic-based, which is an approach where learning in linked through various themes.
- **Year**: the equivalent of "Grade" in the US system, but numbering is different as the UK system begins with Year 1 at age 5 (equivalent to US KG or IB KG2), and continues to Year 13 (US 12th Grade or Slovene Gimnazija 4. letnik).

Grades & Reports

In Primary school, we produce 3 written reports throughout the academic year. These are followed by Parent/Teacher Meetings. The second report focuses purely on specialist subjects.

The reports consist of a section for each subject, with an explanation of the material covered by the class and an evaluation of the individual student's progress, and a closing comment by the Class teacher.

We do not give aggregated grades and we do not administer the UK government's SAT testing system. In line with internationally established best practices, we place more emphasis on formative ongoing) assessment and involve the students in assessing their own progress. We track student origress through student attainment and using standardised GL assessments in English (PTE) and Mathematics (PTM) .

Health & Safety

If your child is sick or if they are going to be late

If a student is unwell, please do not bring them to school. In general terms, students on a course of antibiotics should not come to school; we will not normally administer prescription medication.

Please note that our policy is that students should stay at home if they are at all unwell, to minimise the risk of infection and because their ability to concentrate on their learning is impaired. Generally, if a student is unable to go outside to play, they are too unwell to come to school.

If your child is unwell and will not be coming to school, or if you are going to be late dropping off or picking up, we ask that any last minute/same day notifications regarding student absence, lateness or change in pick-up arrangements are sent **via email to reception@britishschool.si, or by texting/phoning 040 486 548**, as teachers may not be able to access emails until later. Our Receptionist will then pass on the information directly to the teacher/relevant staff member.

If a student becomes ill during the school day, the Nurse or Supervising Teacher (or, if we cannot get one of the parents, the emergency contact listed on the Application Form) by phone to explain the situation, request that the student is collected, and indicate where the student should be collected from.

First Aid

We have a school Nurse and several qualified First Aiders on staff.

Should it be deemed necessary by the Nurse or First Aider, we will contact the parents and/or an ambulance to administer professional care in case of an emergency.

Parents will be informed as soon as possible and if we cannot reach them by phone, we will try the emergency contact listed on the Application Form.

Please refer to our Terms and Conditions, 7(e), which states our position on emergency care.

Head Lice

Head lice are and have always been a common problem in schools.

Students suspected of having head lice should be treated with utmost discretion.

If a parent discovers that their child has head lice, the class teacher must be informed promptly. If lice are discovered in school, parents will be informed and the student will be sent home.

Parents are responsible for following the guidelines and administering effective treatment at home before their child returns to school. General guidelines and helpful information can be found on the following links: KidsHealth.org and HeadLice.org.

Infectious Diseases

Parents will be informed of any cases of infectious disease at the school.

- Parents must inform the school immediately if their child is suffering from any contagious disease.
- Parents may be asked to provide a doctor's certificate which states that their child is fit to return to school.

Medical History & Regular Checks

Upon enrolment, parents must complete an information sheet and notify the school of any allergies or medical conditions.

The school Nurse will attend to all on-site first aid as required.

Please note that, as a private school, we do not have regular school medical checks, parents are responsible for ensuring that their child is registered at a local health centre and that the necessary appointments and immunisations are complete, and have appropriate health insurance.

Pets

Pets should not be brought on the school premises unless special permission has been granted.

Security

If you wish to visit, please call 040 486 548 in advance to be sure that someone will be available to welcome you.

The school driveway is closed with a barrier. Please dial **key-2255-key** to enter.

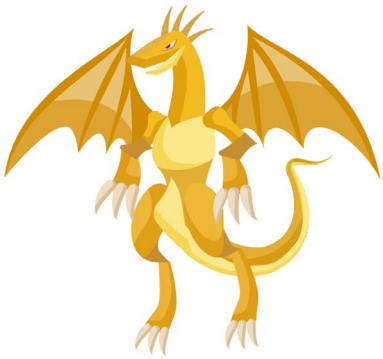
Non-parent visitors will be issued with a Visitor's badge at Reception and accompanied to the meeting room if appropriate.

Any requests for visitors (BISL alumni etc.) should be made in writing to the Head of the School in advance.

House Points System

SAPPHIRE

HESSONITE



ZIRCON

EMERALD

Our House Points System runs through the whole school. Each class is split into four houses and students are rewarded 1 or 2 points for positive behaviour or academic achievements. An exceptional 3 points can be awarded by the Heads of School or the Principal.

Points are collected each week and winners are announced during the weekly Assembly. At the end of each block, school house points are collected and announced at the Whole School Assembly. The winning House receives the Winner's Cup which is displayed for the duration of the next block. A special prize is given for the overall annual House winners at the end of the academic year.

In addition, teachers may use individual reward systems in their class to monitor students' daily performance.

Homework

Research into the benefits of homework is inconclusive but it is proven to be more effective with older students than their younger peers. It is seemingly most effective when it involves practice or rehearsal of subject matter already taught.

As a result of research, the School's agreed practice is as follows:

- We do not routinely set homework for lower Primary students, but do ask that parents read with their children, both in English and in their mother tongue, on a regular basis and involve them in practical real-life maths activities.
- We endeavour to make homework meaningful, emphasise thinking skills rather than quantity and time spent, make sure the homework is accessible to all learners and has a positive impact upon student motivation.
- Homework in any yeargroup level does not have to have a written outcome. It might be a follow-up of work done in class. It may sometimes consist of preparation for work yet to be done. It might be independent student-led work but wherever possible involves practice or rehearsal of subject matter already taught.

iPads

Parents are required to purchase an iPad for each enrolled child in Years 3-6 to use in class. Since this is a personal device owned by the student (parents), the iPad is taken home on a daily basis for security reasons and to be recharged. The iPad is an integral part of the student's learning equipment, as the school curriculum is developed around using this new technology.

We recommend an iPad Air 1 or newer with a 32 GB memory. 16 GB will also be accepted but students will have to manage space carefully as the system data on the new tablets takes a lot of space. A specific recommendation is outlined in the BYOD policy and on the eSafety page on our website.

It is required for students to password protect their iPads. We also encourage parents to oversee the iPad use at home by creating their own Apple ID in order to monitor their child's activities on the App Store and the internet.

In school, students browse the internet through a secure internet connection set up specifically for students. All teachers using iPads in their teaching provide guidance and educate students about E-safety on a regular basis.

Our IT Manager (it@britishschool.si) is there to assist where necessary with technical issues, or refer to experts for more specialist problems.

Key Contacts

Our full list of staff with qualifications, nationality, photo and brief biography can be found on our website.

The following are our key positions of responsibility in the Primary school:

Senior Leadership Team		
Matthew Cox	Principal	matthew.cox@britishschool.si
Katarina Železinger	Head of Primary	katarina.zelezinger@britishschool.si
Jonathan Travis Jason Batson	Head of Secondary Head of Sixth Form	jonathan.travis@britishschool.si jason.batson@britishschool.si

Class Teachers		
Isla Gillespie	EYFS	isla.gillespie@britishschool.si
Karla Marija Kukovica	EYFS	karla-marija.kukovica@britishschool.si
Katarina Miklavec	Year 1	katarina.miklavec@britishschool.si
Josephine Torrington	Year 2A	josephine.torrington@britishschool.si
Emma Fordham	Year 2B	emma.fordham@britishschool.si
Katherine Blundell	Year 3A	katherine.blundell@britishschool.si
Rebecca Spangl	Year 3B	rebecca.spangl@britishschool.si
Laura Harris	Year 4	laura.harris@britishschool.si
Lauren Thomas	Year 5	lauren.thomas@britishschool.si
Nino Kokalj	Year 6	nino.kokalj@britishschool.si

Assistant Teachers		
Ana Pirnat Ana Zvonar	Primary Assistant Teacher Primary Assistant Teacher	ana.pirnat@britishschool.si ana.zvonar@britishschool.si
Daša Jakop	Primary Assistant Teacher	dasa.jakop@britishschool.si
Mark Shavelar	Primary Assistant Teacher	mark.shavelar@britishschool.si
Matej Černi	PE Assistant Teacher	matej.cerni@britishschool.si

Specialist Teachers		
Anja Drofenik	Slovene Teacher	anja.drofenik@britishschool.si
Claudia Strok	SEN / Learning Support Specialist	claudia.strok@britishschool.si
Dominic Hulse	Performing Arts Teacher	dominic.hulse@britishschool.si
Neja Puc	SEN / Learning Support Specialist	neja.puc@britishschool.si
Shone Tatil	French Teacher	shone.tatil@britishschool.si
Sam Hayes	PE Teacher	sam.hayes@britishschool.si
Sarah Fairchild	Head of PE	sarah.fairchild-gojkovic@britishschool.si
Tanja Kotnik	Head of MFL / Slovene Teacher	tanja.kotnik@britishschool.si
Teja Rismondo	School Nurse	teja.rismondo@britishschool.si
Tjaša Predan	Performing Arts Teacher	tjasa.predan@britishschool.si
Tobija Siter	Head of EAL	tobija.siter@britishschool.si

Administration		
Andrej Kravanja	Finance Assistant	andrej.kravanja@britishschool.si
Katarina Hafner	Head of Finance	katarina.hafner@britishschool.si
Katja Dinčič	Finance and HR Officer	katja.dincic@britishschool.si
Katja Drolc	Admissions and Marketing Assistant	katja.drolc@britishschool.si
Peter Gombač	IT Manager	peter.gombac@britishschool.si
Ana Skraba Zigante	Marketing & Admissions Assistant	ana.skraba@britishschool.si

Languages

The language of all instruction and general school communication is English.

Modern Foreign Language (MFL) classes are an exception, where teachers will encourage the use of the language being studied.

Our students come from over 40 different countries and we understand the importance of building students' language skills as an integral part of their development and sense of self.

With students joining our school from all corners of the globe, our English as an Additional Language (EAL) team takes on the exciting challenge of ensuring that all students are equipped with the necessary language tools to enable them to make the most of their time here at BISL.

Library

Our new Learning Hub benefits both students and staff alike, with a bank of wonderful library books, and space for quiet study.

Any school library books should be returned to the library as appropriate.

The Primary reading bank for students to take daily reading books home will continue to operate as usual.

We are always grateful for book donations (new or used), on the understanding that they may be sold at an annual library book sale if they do not fit into the library's collection needs at the present time.

Meetings with Teachers

Parent/Teacher Meetings are organised with each reporting cycle during which we aim to meet with at least one parent of every student in the school at least once a year.

Typically, Primary parents have a meeting with the class teacher or specialist subject teacher after reports have been issued, at a prearranged time.

Parents are additionally invited to make contact with individual teachers by email at any time if they have any questions or concerns.

If students have specific requirements for transcripts, certificates, grade sheets and such for the purpose of transfer to their next school, we will do our best to generate and formally validate a document which can be based on a provided exemplar.

In case you would like to discuss anything with your child's teacher, please contact them via email to agree on a suitable date and time for a meeting. You should normally get a reply within 24 hours during term time.

Parent Teacher Association

Our PTA exists to enhance the work of the school and assists with welcoming new parents to Ljubljana and to the school. There is no subscription charge, all parents are automatically members. The PTA is currently seeking new committee members willing and able to take on leading roles.

You can reach the PTA at pta@britishschool.si.

PTA activities have so far included:

- organising the Family Picnic at the end of the academic year.
- holding regular Coffee Mornings for parents to get to know one another – including one with the Principal in each Block.
- organising various special events such as International Day and Christmas Bazaar.
- helping in school events, projects and trips
- raising funds through various events for specific school resources (e.g. library books, playground equipment, snacks for BISL Show etc.)

The PTA is not a lobbying or representation organisation, since all parents have direct individual access to the Principal via email, telephone and personal meetings, in accordance with our Complaints Policy.

Physical Education

Year 1 - 6 PE lessons and sports activities take place down the street off-site at Športni Park Ludus. Please see the Uniform section for details of our PE uniform requirements.

Address:

Črnuče, Šlandrova ulica 11, 1231 Ljubljana-Črnuče.

All specialist Early Years PE activities take place on the school premises.

Policies

Key policies required by UK British Schools Overseas standards are available on our website.

These include:

- Anti-Bullying Policy
- Child Protection & Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Positive Behaviour Policy
- Concerns and Complaints Policy
- School Terms and Conditions

Stationery, Textbooks & Other Essential School Supplies

School provides exercise books and learning resources for all students. Writing equipment is provided for Pre-Nursery up to and including Year 2.

Early Years and Key Stage 1 (Years 1-2) students are required to purchase a school book bag from the uniform shop, into which the class teacher will place various reading materials on a weekly basis.

Students in Years 3 to 6 are required to bring their own iPad.

For Years 3 to 6, a pencil case with the following basic items is required and must be supplied by parents:

- Black or blue ink writing pens (Base Ball pens are recommended). NO BIROS.
- Pencils
- Eraser
- Pencil sharpener
- Ruler (30cm)
- Small pair of scissors
- Set of colour pencils (Felt tip pens are not necessary)

This encourages students to develop their organisational skills and responsibilities for the future transition into Secondary school.

Student Council

The aim of the Student Council is to work in partnership with the Parent-Teacher Association (PTA), staff and students for the benefit of the whole school community, representing the views of the student body on matters of concern to them.

The students elect a class representative and a deputy at the beginning of the academic year. The Student Council is led by a Chairperson that is elected through a democratic whole-school election process. In making sure the Council is led efficiently, there are two officers, a secretary and a treasurer, who assist the Chairperson in sustaining transparency of the topics discussed and decision made.

The Student Council addresses any questions to appropriate members of the school community such as the Senior Leadership Team (SLT) or the PTA and makes sure feedback is regularly given to the student body itself.

School Prefects in Year 6 are given various roles and responsibilities to represent the student body and assist in the smooth running of the school.

Teaching & Learning

We are firmly committed to an **interdisciplinary approach** to learning.

We believe this enriches the curriculum and allows our learners to make connections between their work.

By drawing on connections from the real world and **real-life experiences**, the curriculum becomes more relevant for our learners and enables the cross-fertilization of knowledge, skills, and understanding.

This is also an approach which better allows the school to fulfil its commitment to meet the individual needs of all learners and empowers teachers to be imaginative and innovative in their daily practice.

In the Early Years, the focus is on learning through play. Young learners are invited to discover the world around them at learning stations which focus on different areas of the curriculum and aid their physical and social development.

In Primary school, curricular areas are integrated meaningfully into a widely embracing theme, which changes every Block. Themes tend to focus on an area of the curriculum such as Humanities or Science but English skills are at the heart of every theme.

Skills are practiced across the entire curriculum and thematic links are made in Mathmatics and specialist subject such as Slovene, French, Physical Education, Music and Dance but these subjects tend to be more stand-alone in their nature.

Trips

Off-site visits are incorporated into the curriculum to enhance student learning. When students are off-site, behaviour expectations are particularly high. An email is sent to parents in advance of the trip indicating what materials or clothing might be required.

Generally, a little pocket money for a drink or snack may be appropriate; transport and admissions charges are usually included in the school tuition fees but parents may be asked for a contribution.

Information about the trip will also indicate the expected timings, arrangements for transportation and dress code (normally uniform, but other clothing may be more appropriate depending on the activity).

A **trip leader** will be identified, and their contact details shared with parents for each trip.

Residential Trips

We organise Residential Trips for Years 3-6, ranging from 2-5 days, once or twice during the academic year.

These trips are in addition to the regular topic-related outings and are an extremely valuable part of the curriculum.

Residential trips are optional, as they are not included in the school fees, but we aim to keep costs to a minimum in order to encourage all students to participate.

Please ensure that your child's passport or ID is up to date and that they have appropriate medical insurance prior to a residential trip.

A full risk assessment is carried out for all trips in advance.

Uniform

School uniform at BISL is required, as per the guidance below. Our uniform providers are Trutex.

School uniform encourages a sense of unity and common purpose and provides a sense of belonging.

All items brought into school (including clothing, lunch boxes, water bottles and iPads) should be clearly marked with the student's name.

Early Years Foundation Stage

Most of the year:

- White or navy embroidered long-sleeved polo shirt
- Choice of embroidered navy V-neck sweater or navy cardigan
- Navy jogging bottoms
- Grey pinafore dress or skirt
- PE Kit and non-marking indoor sports shoes
- Black socks*
- Indoor non-slippery black shoes or plimsolls*
- Outdoor footwear suitable for weather conditions and outdoor play*
- Fleece or jacket for outdoor play*

Hot weather:

- White or navy embroidered short-sleeved polo shirt
- Grey shorts or skirt
- Blue gingham summer dress
- Summer cap

Winter & Outdoor Wet Play:

- Rain poncho (to be kept in school for outdoor play)*
- Ski suit or waterproof trousers and jacket; hat, scarf and gloves in the winter*
- Suitable footwear for outdoors (wellies, boots)*

***** *Personal items that are not in our uniform shop.*

Primary

Most of the year:

- White embroidered long-sleeved polo shirt
- Choice of embroidered navy V-neck sweater or navy cardigan
- Grey trousers or skirt
- Grey pinafore dress
- Black socks

Hot weather:

- White embroidered short-sleeved polo shirt
- Grey shorts or skirt
- Blue gingham summer dress
- Summer cap

Winter:

- Ski suit, hat, gloves and suitable outerwear and footwear for outdoor play time

Footwear:

Years 1-4:

- Indoor non-slippery black shoes or plimsolls
- Outdoor footwear suitable for weather conditions and outdoor play

Years 5-6:

- Black leather shoes suitable for both indoor and outdoor use.

Physical Education

- BISL sportswear - top and bottom (various options to choose from based on preference) this includes: white sports t-shirt, navy sports shorts, tracksuit bottoms, track top or hoodie.
- Non-marking indoor sports shoes

Hair

Students who have long hair are required to have it tied back neatly for school. This prevents potential safety problems during physical activities, painting and play, as well as hygiene issues while they are eating and the prevention of spreading head lice.

Book Bags

Early Years and Key Stage 1 (Years 1-2) students are required to purchase a school book bag-uniform shop. Class teachers will place various reading materials into these on a weekly basis.

Ordering Online

We offer a selection of uniform samples to try on for size. Please contact Admissions to arrange an appointment.

Once you have the correct size, please go to the BISL Trutex webshop to complete your uniform purchase online.

School code: LEA000109TF

There are various delivery options available to you, and a free returns service through school.

If you have any questions regarding your order, feel free to contact Trutex customer services directly.

Different family circumstances will mean different quantities, but please ensure you have a sufficient amount for daily wear. “My uniform is in the wash” is not an acceptable excuse.

OUR SCHOOL AT A GLANCE

Exams offered -
IGCSE & A LEVEL
(Cambridge/AQA)

English National Curriculum

300
Number of students

Languages taught
- English
- Slovene
- French

3-18 Current age range

40+
Nationalities

EXCELLENCE · RESPECT · RESPONSIBILITY · INTEGRITY · COMPASSION

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an Orbital Education School

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